

## BUSINESS PERSONAL SAVINGS FORM

Note: Costs incurred against the shared savings of the company must be supported by receipts according to normal guidelines and submitted with this form in the travel receipts envelope to your Travel Settlement Office.

Name \_\_\_\_\_ Business Destination \_\_\_\_\_

Trip Number \_\_\_\_\_

### Actual Travel Days: (Include business & personal )

Date of Departure \_\_\_\_\_

Date of Return \_\_\_\_\_

### Required Business Travel Days: (Include the days you would have traveled)

Date of Departure \_\_\_\_\_

Date of Return \_\_\_\_\_

Airfare for Business Days \_\_\_\_\_

Less Actual Airfare (requires a TMP cost simulation) \_\_\_\_\_

Airfare Savings \_\_\_\_\_

75% of Savings \_\_\_\_\_

**75% of savings or \$500, whichever is less, may be applied to your additional expenses (meals, lodging, car rental, and additional parking at business location) for the time period necessary to qualify for the lower fare. The staff member is responsible for any additional costs.**

*A copy of your itinerary showing comparable airfare quotes is required and must be included in receipt package.*

### **OPTIONAL**

Date \_\_\_\_\_ Hotel \$ \_\_\_\_\_ M&IE \$ \_\_\_\_\_ Transportation \$ \_\_\_\_\_

Date \_\_\_\_\_ Hotel \$ \_\_\_\_\_ M&IE \$ \_\_\_\_\_ Transportation \$ \_\_\_\_\_

Date \_\_\_\_\_ Hotel \$ \_\_\_\_\_ M&IE \$ \_\_\_\_\_ Transportation \$ \_\_\_\_\_

Date \_\_\_\_\_ Hotel \$ \_\_\_\_\_ M&IE \$ \_\_\_\_\_ Transportation \$ \_\_\_\_\_

Date \_\_\_\_\_ Additional Parking \$ \_\_\_\_\_